

*Records 4-1*

Chief, Administrative Services

9 October 1951

Chief, Records Management and Distribution Branch

Forms Pertaining to Records Management Program

1. Transmitted for information and review are three separate studies of forms pertaining to the Records Management Program. The analyses contained therein tend to reflect the status of request, cross reference, and charge out forms as used throughout the agency.

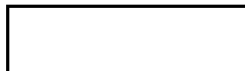
2. Similar studies are being pursued to determine the status of receipt forms and those relating to the destruction of records.

3. These studies have a two fold purpose in providing:

a. A basis for future standardization of forms used in the operational routines of records work.

b. A sound method in the training of analysts to enlarge their perspective on records and obtain thoroughness.

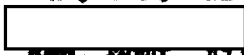
4. The referral of the studies to the Advisor for Management for appropriate action is left to your discretion.



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RMB/LAB:cmq

cc: Adm. Ser. Files

  
Asst. Asst. Files ✓

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